



City of Tempe

LIBRARIAN II+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	261	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$55,293
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$74,645
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Drug Screen / Physical:</i>		<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the professional Librarian series. Employees within this class are distinguished from the Librarian I+ by the performance of the full range of duties as assigned which require a complete knowledge of divisional policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Librarian level, or, when filled from the outside, require prior professional library work experience. This class is expected to demonstrate reliable attendance and the ability to work nights and weekends.

REPORTING RELATIONSHIPS

Receives direction from a Library Supervisor or from other supervisory or management staff.

May exercise functional supervision over technical and clerical library staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience performing professional library work which may include specialty areas as required.
<i>Education:</i>	Possession of a Master of Library Science degree from an American Library Association accredited college or university.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional librarian duties in the activities of the library including children's services, adult services, computer access services and collection development.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist in the creation, development, coordination, implementation, of library public programs for all ages that meet the defined needs of the community.
- Educate library patrons, individually and in groups, in the use of electronic resources, including the library's webpage, catalog, research databases and online downloadable resources.
- Provide answers to reference and readers advisory questions in person, over the phone and through electronic forums.
- Assist in the maintenance of web pages for Library web site and Library intranet site.
- Respond to citizen complaints and requests.
- Develop and conduct computer training classes for library users.
- Refer patrons to books or other Library resources to further their reading interests; plan and conduct tours of the Library.
- Provide direct public service at the Concierge, Children's Desk or Accounts Window.
- Use social networking tools to promote library events.
- Organize, maintain, and index a variety of reference materials including online resources, government documents, maps, catalogs, and microforms.
- Review new publications and collection materials; recommend and/or select and purchase materials (including print, audio/visual, digital content and electronic databases).
- Evaluate collection; identify materials that need to be replaced, added, or weeded.
- Monitor materials' budget allocations and maintain records for budgeted funds.
- Work with vendors to implement ordering and delivery methods, responsible for setting up trials, negotiating prices, evaluating use, maintaining relationships with vendors.
- Assist in the development, implementation and updating of selection guidelines and procedures.
- Prepare library displays, bibliographies, and user guidelines to market collection.
- Participate in section meetings and continuing education programs as appropriate.
- Represent their respective team in Library, Department, City, or professional meetings.
- Keep abreast of professional developments and library trends, programs, and services.
- Assist in the implementation of strategic planning initiatives
- Serve as librarian in charge during shifts as needed.
- Perform related duties as assigned
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective November 1988

Revised June 1994

Revised January 2006

Revised July 2013 (Update job duties)

Revised February 2014 (update minimum quals)

Revised July 2015 (update supervision received and job duties)